

## OFFICE OF FINANCE RECEIPT PROCEDURES

- Offices receiving money should date stamp checks and money orders as they are received. This will ensure that offices are following the Agency's three (3) work day policy.
- Receipt books should be maintained with files in the receipting office.  
The **white copy** is to be given to the person, school, etc. from whom the funds were received. The **pink copy** is the finance copy; it should be attached along with money to the cash receipt transmittal form and returned to the Office of Finance within 3 days of receiving the money.  
The **yellow copy** is to stay in the office receipt book and to be retained in the receipting office.  
**Exception** – If a mistake is made while writing receipt it may be voided. Mark the receipt VOID and retain the original **white copy** in the receipt book along with the **yellow copy**. The **pink copy** must be forwarded on to finance along with deposit.

**It is acceptable for offices to use electronic receipts in lieu of receipt books provided that the copies of the electronic receipts are distributed in the same manner as the copies from the receipt books.**

- Please keep accurate records of deposits in your office to serve as backup in case of audit, NSF checks, and/or refunds. This would include copies of transmittals, check stubs, as well as the Finance receipt (**blue copy**) that will be returned to your office once the deposit is complete.
- All monies (i.e. check, cash, money order) received in the office must be taken to the Office of Finance within three (3) business days of receipt. This is to ensure that the department meets state guidelines in making timely deposits. All deposits must be **hand delivered** to one of the Finance staff members listed below who will log the funds in for deposit. Deposits that are delivered by interoffice mail or left at an unoccupied desk will be returned to the sender. The Office of Finance cannot be responsible for funds that have not been logged in by one of the designated staff members.

Jennifer Padgett	Rm. 300-G
Tonia Freeman	Rm. 300-F
Vivian Glover	Rm. 300-H
Debbie Shealy	Rm. 300-D
Lynda Robinson	Rm. 300-E

- Receipt books must be maintained in individual offices for at least three (3) fiscal years for audit purposes.
- Please notify the Office of Finance immediately if the contact person for writing receipts changes.
- Receipts books should be turned back in to finance if monies are no longer being collected.
- Questions should be directed to Jennifer Padgett at 734-8138 or Lynda Robinson at 734-8150.